

CONFIDENTIAL

77-2753

77-7575/1

10 MAY 1977

MEMORANDUM FOR: Executive Assistant to the DCI
FROM: John F. Blake
Deputy Director for Administration
SUBJECT: Travel Funds

27 MAY 1977

DD/A Registry
File *Travel*

The following is in response to the Director's question as to how travel funds are utilized:

Travel funds are utilized in accordance with Agency regulations which follow government wide Federal Travel Regulations for civilian travel exclusively within the Continental United States and, with few exceptions, Foreign Service Travel Regulations for all other civilian travel. Travel of military personnel assigned to the Agency is governed by the Joint Travel Regulations. Travel authorizing officials are reminded periodically of the importance of restricting all travel to the minimum necessary to satisfy official requirements. The last such Agency wide reminder is appended as Tab A.

a. How much is appropriated to each Directorate?

Funds are allotted to the Directorates in general conformance with their budgets as modified by Congressional direction. These allotments cover all costs of the Directorate of which travel is only one element. In practice, the amounts available for travel are based upon the travel element of the prior budget estimates. Comparative data as of 30 April 1977 of actual travel obligations for fiscal year 1976 and estimated travel obligations for fiscal year 1977 (break down by purpose of travel is appended as Tab B) are as follows:



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IMPDET CL BY 006567

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b. Who authorizes travel?

Travel from Headquarters is authorized by the Deputy Directors, Heads of Independent Offices and their designees and in the field by Chief of Installations and their designees. Designees are normally limited to cognizant senior administrative or program officers within the component elements of the Directorate or the field installation.

c. Who audits travel?

Travel vouchers are audited by Agency finance officers subject to final review and certification by finance certifying officers specifically designated by the Director of Finance. Travel vouchers are also subject to independent post audit by the Inspector General's Audit Staff.

d. How are travel funds handled at the field station?

Travel funds are handled at field stations essentially the same as at Headquarters. Suballotments of funds to field stations for their costs include provision for travel based on previous budget estimates. Travel must be authorized or approved by the Chief of the Installation or his designee. Travel vouchers are audited and certified by finance officers at the Station or at Headquarters depending on the size of the station. Vouchers for field travel are also subject to independent post audit by the Audit Staff.

[Redacted Signature Box]

for John F. Blake

25X1A

Attachments

~~CONFIDENTIAL~~

STATINTL

This Notice Expires 1 February 1977

TRAVEL

2 February 1976

CONTROL OF OFFICIAL TRAVEL

1. The Office of Management and Budget (OMB) has issued Bulletin 76-9 which provides guidance for execution of U.S. Government policy to minimize travel and related costs. OMB directs that the policy be communicated to all travel authorizing officers with guidelines to effect stringent and austere plans to eliminate nonessential travel.

2. Agency travel policy has consistently been that travel be authorized only as necessary to meet mission requirements and that necessary travel be performed at minimum cost. OMB guidelines reinforcing this Agency policy are as follows:

a. Screen all travel orders to limit trips, numbers of individuals traveling, points to be visited, itineraries, and durations to those essential to mission performance.

b. Review all blanket travel authorizations, cancel those not essential, and issue appropriate guidelines to limit travel under such authorizations to the minimum necessary.

c. Minimize the number of employees who must travel for a single purpose.

d. Minimize participation by employees in conferences, meetings, and seminars that require travel at Agency expense.

e. Review contract provisions and procedures to ensure that travel costs incurred by contractors that are directly reflected in prices paid by the Agency are held to a minimum.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: AB

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Approved For Release 2002/05/07 : CIA-RDP80-00473A000800070016-4

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CONFIDENTIAL

DD	try
77-2753	

DD/A Registry
File Travel

16 MAY 1977

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Deputy Director for Administration

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2	IMPDET CL BY	006567
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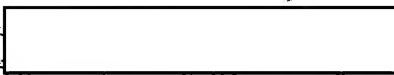
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John F. Blake

Attachments

25X1A
ORIGINATED BY:


for Director of Finance

13 MAY 1977
Date

Distribution:

0 & 1 - Add. w/a

2 - DDA w/a

Chrono, Subject

2

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: AB

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JOHN F. BLAKE
Deputy Director
for
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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA	X			
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20	D/EO				
21			X		
22	ES		X		
SUSPENSE		16 May 1977 Date			

Remarks:

Executive Secretary
 10 May 1977

STATINTL

OFFICE OF THE DIRECTOR

Approved For Release 2002/05/07 : CIA-RDP80-00473A000800070016-4

Date: 9 May 1977

TO: DDA

FROM: EA/DCI

SUBJECT: Travel Funds

DD/A Registry

77-2667

DD/A Registry
File Travel

REMARKS:

The Director would like to know how
travel funds are utilized.

a) How much is appropriated to
each Directorate

b) Who authorizes travel

c) Who audits travel

d) How are travel funds
handled at the field stations.

STATINTL



DDA Distribution:

Orig w/✓ - DDA Subj (Orig to be returned to DCI w/response)
1 - D/Fin (Action)

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ACTION

STATINTL

UNCLASSIFIED

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SECRET

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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA	X			
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	Asst/DCI				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20	D/EE0				
21			X		
22	ES		X		
SUSPENSE		16 May 1977			
		Date			

Remarks:

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